



**City of Bristol  
Board of Finance Meeting  
October 22, 2019**

A meeting of the Board of Finance was held on Tuesday, October 22, 2019 at 5:30 p.m. in the Council Chambers of City Hall, 111 North Main Street, Bristol, Connecticut. The following were in attendance: Chairperson John Smith, Mayor Ellen Zoppo-Sassu, Commissioners Jake Carrier, Orlando Calfe, Nicolas Jones, Mike LaMothe, and Marie O'Brien. Commissioners Ron Burns and Cheryl Thibeault were absent. Also present from the Comptroller's Office: Diane Waldron and Robin Manuele.

**October 21, 2019**

**Ladies and Gentlemen:**

The regular Board of Finance Meeting will be held on Tuesday, October 22, 2019 at 5:30 p.m. in City Hall Council Chambers, 111 North Main Street, Bristol, Connecticut.

**REVISED Agenda**

1. Call to order  
*Pledge of Allegiance*
2. Public Participation
3. Consent Agenda
  - a. Approval of minutes:
    1. Workshop - September 19, 2019
    2. Regular Meeting - September 24, 2019
  - b. Code Enforcement: Additional appropriation of \$33,870 within the Special Grants and Donations Fund
  - c. Bristol Development Authority: Transfer of \$15,000 within the Community Development Block Grant Fund
  - d. City Council: Transfer of \$20,000 within the General Fund
  - e. Public Works:
    1. Additional appropriation of \$3,295 within the Public Works operating budget as of June 30, 2019
    2. Additional appropriation of \$21,284 within the Special Grants and Donations Fund
    3. Transfer of \$3,631 within the Equipment Building Sinking Fund
    4. Transfers totaling \$3,000 within the Equipment Building Sinking Fund
  - f. Youth Services:
    1. Additional appropriation of \$12,967 within the Youth Services operating budget
    2. Transfer of \$21,476 within the Youth Services operating budget

3. Additional appropriation of \$750 within the Special Grants and Donations Fund
- g. Board of Education:
  1. Additional appropriation of \$22,800 within the Special Grants and Donations Fund
  2. Additional appropriation of \$420,369 within the Special Education Grant Fund
4. Committee Reports: Insurance Committee – October 3, 2019
5. Assessor's Office:
  - a. Discussion on Senior Property Tax Relief Program
  - b. Update on Pictometry Program
6. Police Department:
  - a. Transfer of \$14,321 from the General Fund Contingency Account
  - b. Additional appropriation of \$28,642 within the Special Grants and Donations Fund
7. Fire Department:
  - a. Transfer of \$13,470 from the General Fund Contingency Account
  - b. Additional appropriation of \$148,173 within the Special Grants and Donations Fund
8. Comptroller's Office:
  - a. Transfers totaling \$305,360 within the Equipment Building Sinking Fund as of June 30, 2019
  - b. Decrease of appropriations totaling \$62,078 within the Equipment Building Sinking Fund as of June 30, 2019
  - c. Transfers totaling \$287,781 within the Capital Projects Fund as of June 30, 2019
  - d. Decrease of appropriations totaling \$1,084,415 within the Capital Projects Fund as of June 30, 2019
  - e. Approval of Assigned Fund Balance within the General Fund of \$5,688,713 as of June 30, 2019
  - f. Approval of Committed Fund Balance within the General Fund of \$3,107,495 as of June 30, 2019
9. Board of Education: Budget Update
10. Liaison Reports
11. Chairman's Report
12. New Business
  - a. Bristol Development Authority:
    1. Resolution increasing by \$360,000 the appropriation for the 894 Middle Street Remediation Project for an aggregate appropriation of \$2,849,000
    2. Resolution authorizing the issuance of \$2,849,000 bonds or notes for the 894 Middle Street Remediation Project
- Old Business
13. Any other matter to come before said meeting
14. Adjournment

**1. Call to order**

Chairperson Smith called the meeting to order at 5:30 p.m.

**2. Public Participation**

**3. Consent Agenda**

- a. Approval of minutes:
  - 1. Workshop - September 19, 2019
  - 2. Regular Meeting - September 24, 2019
- b. Code Enforcement: Additional appropriation of \$33,870 within the Special Grants and Donations Fund
- c. Bristol Development Authority: Transfer of \$15,000 within the Community Development Block Grant Fund
- d. City Council: Transfer of \$20,000 within the General Fund
- e. Public Works:
  - 1. Additional appropriation of \$3,295 within the Public Works operating budget as of June 30, 2019
  - 2. Additional appropriation of \$21,284 within the Special Grants and Donations Fund
  - 3. Transfer of \$3,631 within the Equipment Building Sinking Fund
  - 4. Transfers totaling \$3,000 within the Equipment Building Sinking Fund
- f. Youth Services:
  - 1. Additional appropriation of \$12,967 within the Youth Services operating budget
  - 2. Transfer of \$21,476 within the Youth Services operating budget
  - 3. Additional appropriation of \$750 within the Special Grants and Donations Fund
- g. Board of Education:
  - 1. Additional appropriation of \$22,800 within the Special Grants and Donations Fund
  - 2. Additional appropriation of \$420,369 within the Special Education Grant Fund

Commissioner O'Brien made a motion seconded by Commissioner LaMothe

"To approve the consent agenda and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Commissioner Calfe requested to pull item 3d.

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

Commissioner Calfe questioned the difference in a Memorandum of Understanding and a Memorandum of Agreement. Assistant Corporation Counsel confirmed they were the same thing.

Commissioner Calfe made a motion seconded by Commissioner LaMothe  
"To approve item 3d. as part of the Consent Agenda."

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

Commissioner Zoppo Sassu made a motion seconded by Commissioner Calfe  
"To move to item 12 on the Agenda"

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

## 12. New Business

### a. Bristol Development Authority:

1. Resolution increasing by \$360,000 the appropriation for the 894 Middle Street Remediation Project for an aggregate appropriation of \$2,849,000

Commissioner O'Brien made a motion seconded by Commissioner Calfe

"Approval of a resolution increasing the appropriation for the 894 Middle Street Remediation Project by \$360,000, for an aggregate appropriation of \$2,849,000 the reading of said resolution into the minutes to be waived and the full text of the resolution as presented at this meeting to be incorporated into and made a part of the minutes of this meeting and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Commissioner LaMothe:	Yes
Commissioner O'Brien:	Yes
Commissioner Jones:	Yes
Commissioner Calfe:	Yes
Commissioner Carrier:	Yes

Mayor Ellen Zoppo-Sassu:	Yes
Commissioner Burns:	Absent
Commissioner Thibeault:	Absent
Chairman Smith:	Yes

Following a roll call vote in which there was no opposition, the Chairperson declared the motion carried.

## RESOLVED,

(a) That, pursuant to Section 25 of the City Charter, the Board of Finance of the City of Bristol hereby determines that it is necessary to increase by \$360,000 the aggregate prior appropriations of \$2,489,000 approved by the Board of Finance July 26, 2016, August 15, 2018, May 28, 2019 and August 27, 2019 and the Joint Board on August 9, 2016 and August 15, 2018, and by the Joint Meeting on June 11, 2019 and August 27, 2019, for an aggregate appropriation of \$2,849,000, to undertake the 894 Middle Street Remediation Project; and the aggregate sum of TWO MILLION EIGHT HUNDRED FORTY-NINE THOUSAND DOLLARS (\$2,849,000) is appropriated therefor.

(b) The increase in the appropriation is subject to the approval by a joint meeting by the City Council and Board of Finance.

(c) The aggregate appropriation of \$2,849,000 shall be funded from borrowing, less any grants received to defray the appropriation.

**2. Resolution authorizing the issuance of \$2,849,000 bonds or notes for the 894 Middle Street Remediation Project**

Commissioner O'Brien made a motion seconded by Commissioner LaMothe

"Approval of a resolution authorizing of the issuance of bonds or notes in the amount of \$2,849,000 for the 894 Middle Street Remediation Project the reading of said resolutions into the minutes to be waived and the full text of the resolutions as presented at this meeting to be incorporated into and made a part of the minutes of this meeting and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Commissioner LaMothe: Yes  
Commissioner O'Brien: Yes  
Commissioner Jones: Yes  
Commissioner Calfe: Yes  
Commissioner Carrier: Yes

Mayor Ellen Zoppo-Sassu: Yes  
Commissioner Burns: Absent  
Commissioner Thibeault: Absent  
Chairman Smith: Yes

Following a roll call vote in which there was no opposition, the Chairperson declared the motion carried.

**RESOLVED,**

(a) That under authority of and in compliance with the City Charter and any other acts of the General Assembly of the State of Connecticut thereto enabling, the Board of Finance of the City of Bristol hereby determine that it is necessary to issue bonds or notes in the aggregate principal sum of TWO MILLION EIGHT HUNDRED FORTY-NINE THOUSAND DOLLARS (\$2,849,000) to finance the appropriation for the 894 Middle Street Remediation Project, if approved by a joint meeting of the City Council and the Board of Finance. The bonds or notes shall be issued pursuant to Section 25 of the Charter of the City of Bristol and Section 7-369 of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds or notes shall be general obligations of the City secured by the irrevocable pledge of the full faith and credit of the City.

(b) That the City issue and renew temporary notes from time to time in anticipation of the receipt of the proceeds from the sale of the bonds or notes for the project. The amount of the notes outstanding at any time shall not exceed TWO MILLION EIGHT HUNDRED FORTY-NINE THOUSAND DOLLARS (\$2,849,000). The notes shall be issued pursuant to Section 25 of the Charter of the City of Bristol and Section 7-378 of the General Statutes of Connecticut, Revision of 1958, as amended. The notes shall be general obligations of the City and shall be secured by the irrevocable pledge of the full faith and credit of the City. The City shall comply with the provisions of Section 7-378a of the General Statutes with respect to any notes that do not mature within the time permitted by said Section 7-378.

(c) That the Mayor or Acting Mayor of the City shall sign any bonds or notes by their manual or facsimile signatures. The bonds or notes shall be countersigned by the manual or facsimile signature of the Agent or Vice Agent of the Board of Finance. The Comptroller's approval of the bonds or notes shall be evidenced by his manual or facsimile signature. The law firm of Day Pitney LLP is designated as bond

counsel to approve the legality of the bonds or notes. The Mayor or Acting Mayor and the Agent or Vice Agent of the Board of Finance are authorized to determine the amounts, dates, interest rates, maturities, redemption provisions, form and other details of the bonds or notes; to designate one or more banks or trust companies to be certifying bank, registrar, transfer agent and paying agent for the bonds or notes; to provide for the keeping of a record of the bonds or notes; to designate a financial advisor to the City in connection with the sale of the bonds or notes; to sell the bonds or notes at public or private sale; to deliver the bonds or notes; and to perform all other acts which are necessary or appropriate to issue the bonds or notes.

(d) That the City hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 and, if applicable, pursuant to Section 54A(d) of the Internal Revenue Code of 1986, as amended, that project costs may be paid from temporary advances of available funds and that the City reasonably expects to reimburse any such advances from the proceeds of borrowings, including qualified tax credit bonds, in an aggregate principal amount not in excess of the amount of borrowing authorized above for the project. The Mayor or Acting Mayor and the Agent or Vice Agent of the Board of Finance are authorized to amend such declaration of official intent as they deem necessary or advisable and to bind the City pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds or notes authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

(e) That the Mayor or Acting Mayor and the Agent or Vice Agent of the Board of Finance and the Comptroller, or any two of them, are authorized to make representations and enter into written agreements for the benefit of holders of the bonds or notes to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds or notes.

#### **4. Committee Reports: Insurance Committee – October 3, 2019**

Commissioner Carrier made a motion seconded by Commissioner LaMothe  
"To accept the Insurance Committee report from October 3, 2019 and place on file."

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

Commissioner Zoppo Sassu made a motion seconded by Commissioner Calfe  
"To move to item 7. on the Agenda"

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

#### **7. Fire Department:**

##### **a. Transfer of \$13,470 from the General Fund Contingency Account**

Commissioner Calfe made a motion seconded by Commissioner LaMothe  
"To transfer \$13,470 from the General Fund Contingency Account to Operating Transfers Out – Special Revenue and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

**b. Additional appropriation of \$148,173 within the Special Grants and Donations Fund**

Commissioner O'Brien made a motion seconded by Commissioner LaMothe  
"To make an additional appropriation of \$148,173 within the Special Grants and Donations Fund for the Assistance to Firefighters Grant and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

**5. Assessor's Office:**

**a. Discussion on Senior Property Tax Relief Program**

Assessor Tom DeNoto and Assistant Corporation Counsel Tom Conlin discussed the Senior Tax Relief Program which was created as the City is allowed to adopt a parallel senior and disabled tax relief program to be funded completely through City resources. The recommended program would provide a benefit of \$500 to the taxpayer. Discussion was held on the application process and timing of the budget process and when this could be put into effect.

**b. Update on Pictometry Program**

Tom DeNoto explained the City current has 21,804 properties that need boots on the ground to update the Assessor's records for the revaluation process. The current method would cost \$27.50 per parcel, but the pictometry method he is looking into using would only cost \$2.09 per parcel with unlimited users of the data provided. The company provides high resolution aerial imagery providing 360 degree view of each property.

*Mayor Zoppo Sassu left the meeting at 6:29 p.m.*

**6. Police Department:**

**a. Transfer of \$14,321 from the General Fund Contingency Account**

Commissioner LaMothe made a motion seconded by Commissioner Jones  
"To transfer \$14,321 from the General Fund Contingency Account to Operating Transfers Out - Special Revenue and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

**b. Additional appropriation of \$28,642 within the Special Grants and Donations Fund**

Commissioner Jones made a motion seconded by Commissioner LaMothe  
"To make an additional appropriation of \$28,642 within the Special Grants and Donations Fund for the 2019 Bulletproof Vest Partnership Grant and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

**8. Comptroller's Office:**

**a. Transfers totaling \$305,360 within the Equipment Building Sinking Fund as of June 30, 2019**

Commissioner Calfe made a motion seconded by Commissioner LaMothe  
"To make transfers totaling \$305,360 within the Equipment Building Sinking Fund as of June 30, 2019 and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

**b. Decrease of appropriations totaling \$62,078 within the Equipment Building Sinking Fund as of June 30, 2019**

Commissioner Calfe made a motion seconded by Commissioner LaMothe  
"To decrease appropriations totaling \$62,078 within the Equipment Building Sinking Fund as of June 30, 2019 and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

**c. Transfers totaling \$287,781 within the Capital Projects Fund as of June 30, 2019**

Commissioner Calfe made a motion seconded by Commissioner LaMothe  
"To make transfers totaling \$287,781 within the Capital Projects Fund as of June 30, 2019 and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

**d. Decrease of appropriations totaling \$1,084,415 within the Capital Projects Fund as of June 30, 2019**

Commissioner LaMothe made a motion seconded by Commissioner O'Brien  
"To decrease appropriations totaling \$1,084,415 within the Capital Projects Fund as of June 30, 2019 and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.



**e. Approval of Assigned Fund Balance within the General Fund of \$5,688,713 as of June 30, 2019**

Commissioner Jones made a motion seconded by Commissioner O'Brien  
"To approve Assigned Fund Balance within the General Fund of \$5,688,713 as of June 30, 2019."  
Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

**f. Approval of Committed Fund Balance within the General Fund of \$3,107,495 as of June 30, 2019**

Commissioner O'Brien made a motion seconded by Commissioner LaMothe  
"To approve Committed Fund Balance within the General Fund of \$3,107,495 as of June 30, 2019."  
Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

**9. Board of Education: Budget Update**

Financial information was provided, a formal presentation will be next month.

**10. Liaison Reports**

Commissioner O'Brien reported she has been asked to serve on a Task Force for the Session Building, the Library Board held a successful sold out author's night with people attending from as far as Rhode Island and the Parks Department had a successful Cocktails at 8 fundraiser reception last Saturday.

**11. Chairman's Report**

Chairman Smith stated Craig Yarde who owns the electronic signs throughout the City has reached out to local businesses who own private electronic signs for a partnership of advertising City events.

**13. Old Business**

Commissioner Calfe requested an update on the fields, the Board of Education will be contacted to provide an update in November.

**14. Any other matter to come before said meeting**

Diane stated the City has been reaffirmed by both S&P (AA+) and Fitch (AAA). John questioned if Press Releases would go out with this information and Diane confirmed they will get one out.

Commissioner Calfe requested an update on the fields, and the Board of Education will be asked to provide that information next month in their report.

**15. Adjournment**

Commissioner O'Brien made a motion seconded by Commissioner Calfe

"To adjourn at 6:46 p.m."

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

Attest:

A handwritten signature in cursive script, reading "Diane M Waldron".

Diane M. Waldron  
Board of Finance Clerk